



Leeds Investment & Trading Group
The Leeds School of Business
The University of Colorado, Boulder

Organization Bylaws

Thursday, November 02 2023

Preamble

The Leeds Investment & Trading Group is a student-led organization dedicated to building a group of intellectually curious students, equipped with the critical and creative aptitude to participate in financial markets. In conjunction with the Leeds School of Business Finance curriculum and the Burrige Center for Finance, we aim to provide students with theoretical and applied learning opportunities in finance, investment strategies, and portfolio management.

In congruence with this mission, Leeds Investment & Trading Group promotes widespread financial literacy among its peers from all interdisciplinary backgrounds by providing weekly meetings in which members can freely learn, discuss, and debate global market trends and investment opportunities. The Leeds Investment & Trading Group also promotes experiential learning opportunities through the Investment Fund of U.S. Equities managed by the Investment Team.

Article I – Name

Section 1: Name.

This club shall officially be known and designated as the Leeds Investment & Trading Group at the University of Colorado, Boulder.

Section 2: Variations in Name.

No abbreviations, departures from, or variations in the name will be permitted, apart from the following in conversation or otherwise: LITG and LIT Group.

Article II – Organization and Government

Section 1: Affiliation.

LITG shall consist of all members affiliated with LITG who are in good standing and who are attending the University of Colorado, Boulder.

Section 2: Executive Board.

The Executive Board of LITG shall consist of the Officers found in *Article III, Section 5* of these Bylaws, and other officers as chosen by LITG, and is led by the President. The Executive Board holds full authority over the actions and efforts of the LITG, with management coordinated by the President. The Executive Board oversees, governs, and regulates investment strategies and decisions in the club's investment activities/fund management.

Section 3: Amendment of Bylaws.

To repeal, modify, alter, or otherwise amend these Bylaws, the Executive Board must hold a meeting reviewing proposed changes, which is subject to a vote of approval by the Officers. For the proposed changes to be approved there must be unanimous voting approval by all Officers. The amended Bylaws must be made public by sending them out via email and publishing them on the LITG official website.

Section 4: Finances.

There are no dues, fees, etc. to pay to join LITG at any membership level.

Section 5: Commitment to Diversity

The Leeds Investment & Trading Group is committed to building an inclusive and diverse community. Every student, faculty, and staff member whatever their race, gender, age, ethnicity, cultural heritage or nationality; religious or political beliefs; sexual orientation or gender identity; or socioeconomic, veteran or ability status—has the right to inclusion, respect, agency and voice in the Leeds Investment & Trading Group community.

Section 6: Executive Authority

In the circumstances where these Bylaws do not sufficiently address a concern or procedure of the organization and its members, the Executive Officers, led by the President, hold the executive rights to decide at their own discretion for the benefit of LITG and its members.

Article III – Membership and Election

Section 1: Membership Classifications.

Membership in LITG shall consist of three groups:

1. Members
2. Investment Team Member
 - a. Analyst Program Member
3. Officers

Note: These classifications are not mutually exclusive

Section 2: Members.

A member of LITG shall be involved and participate in club activities as described in *Article III Section 3*. There are no additional conditions for membership, and membership is immediately awarded upon completion of the requirements. A full member may be any student at the university, undergraduate, graduate, doctoral, etc.

The Investment Team Member is distinct from the Members of LITG and is discussed in detail below in *Article VII*. The Analyst Program is also distinct from the Members of LITG and is discussed in detail below in *Article VI*.

Section 3: Mechanisms and Requirements for Becoming a Member.

A member is distinguished in that they have a greater commitment to LITG in the form of attendance, participation, and dedication in weekly meetings. Members are formally defined as *attendees that are present at more than 75% of meetings*. Given that any person has met these conditions, membership is immediately awarded once the threshold is met and will be added to the List of Members as outlined in *Article III Section 4*.

Section 4: List of Members.

The Executive Board will keep a public and regularly updated official List of Members, maintained per semester on the official [Website](#) to promote participation in LITG and recognize those with continued dedication.

Section 5: Officers.

Executive Officers are elected through the processes as laid out in *Article III, Section 9*. The club is led by the President, with democratic and equal power distribution among all other officers.

- President
- Senior Vice President
- Vice President of Investment Team
- Vice President of Analyst Program
- Vice President of Finance
- Vice President of Communication

Section 6: Role of Officers.

The role of each officer is as follows:

1. President:
 - a. To act as the Chief Executive Officer of LITG.
 - b. To call special meetings in accordance with LITG bylaws as laid out in *Article IV, Section 4*.
 - c. To act as the liaison on behalf of LITG for faculty/staff of the University.
 - d. To act as liaison on behalf of LITG for potential speakers and other third parties.
 - e. Maintain LITG's status of good standing with the University through CSI.
 - f. To see that Officers of LITG discharge their duties impartially, accurately, faithfully, and promptly.
 - g. Enforce the adherence to LITG's bylaws.
 - h. Appoint Officers as provided for by LITG's vacancies as laid out in *Article III, Section 9*.
 - i. Conduct any other duties and powers assigned by LITG.
2. Senior Vice President
 - a. Work closely with the President to ensure the operational success of all aspects of LITG.
 - b. Attend meetings with the President and CU faculty/administration.
 - c. Share in responsibilities of the President as needed.
 - d. Keep track of and ensure completion of outstanding deliverables/tasks of the Executive Board and LITG at large.
 - e. Temporarily assume the President's duties in their absence.
 - f. To assist other Officers in their duties where fit.
 - g. To reserve rooms for Executive Board meetings and weekly Group Meetings.
 - h. Conduct any other duties assigned by LITG.
3. Vice President of Investment Team
 - a. To run and maintain weekly meetings of the LITG Investment Team for current members of the Fund - refer to *Article VII* for more information on the Investment Team.
 - b. Act as a liaison between the Executive Board and members of the Investment Team.
 - c. In charge of ensuring materials from each sector are completed and distributed to the Investment Team prior to weekly meetings.
 - d. Sourcing and distributing supplemental materials for the Investment Team to refer to in preparation for weekly meetings.
 - e. Create any other materials necessary for the Investment Team's meetings.
 - f. Manage the litgequities@colorado.edu email and LITG Investment Team SharePoint.
 - g. Coordinate with the Vice President of the Analyst Program to ensure a smooth transition between the Analyst Program and the Investment Fund.

- h. Coordinate headshots for members of the Investment Team and Analyst Program.
 - i. Conduct any other duties assigned by LITG.
4. Vice President of the Analyst Program:
- a. Preside over the LITG Analyst Program as the primary instructor and point of contact.
 - b. Assist in the recruitment process for the LITG Analyst Program.
 - c. To run and maintain all other aspects of the Analyst Program including the Canvas page for individuals undergoing the Analyst Course and associated room reservations.
 - d. To grade weekly assignments in the Analyst Program in a prompt manner.
 - e. Coordinate with the Vice President of the Investment Team on the LITG Resume Book by aggregating the resumes from Analyst Program Members.
 - f. Conduct any other duties assigned by LITG.
5. Vice President of Finance:
- a. To act as the treasurer of LITG and oversee the receipt and expenditure of all monies
And operate as the finance administrator on BuffConnect/CampusGroups.
 - b. Act as the liaison between LITG and appropriate funding boards of the University (SOAC, LSG, etc.) and the Leeds School of Business.
 - c. Act as the liaison between LITG and the University's Center for Student Involvement by way of the CSI Liaison.
 - d. Schedule and attend meetings with University funding boards and CSI liaisons to appropriate funding for Group operations.
 - e. Request bi-annual funding for operational funding from SOAC and annual funding to maintain the website subscription in a timely manner.
 - f. Assist the President in renewing the LITG's standing with the University and the Center for Student Involvement (CSI) annually and complete all required training including RSO Training each Fall.
 - g. Conduct any other duties assigned by LITG.
6. Vice President of Communications:
- a. To conduct all communication on behalf of LITG by way of weekly update emails as laid out in *Article V, Section 2*.
 - b. To conduct all communication on the official Group email.
 - c. Act as a liaison between LITG and prospective candidates who contact LITG via email in a timely manner.
 - d. Be the point of contact alongside the President for guest speakers that come to speak to the membership of LITG.
 - e. Conduct any other duties assigned by LITG.

Note: Any officer may hold multiple titles/ roles to ensure all officer functions are fulfilled.

Section 7: External Positions Assisting the Executive Board

The Executive Board reserves the right to offload certain responsibilities to third parties. This offloading comes at the discretion of the Executive Board and any affiliated third party will be under the direct supervision of, and must report to, the Executive Board. Any third parties brought on to oversee certain

responsibilities can be dismissed by the Executive Board at any time and for any reason. See *Article III Section 8* for a specific case of this practice.

Section 8: External Marketing Team

The first iteration of offloading certain responsibilities is with the transition of the Vice President of Marketing role to an outside marketing team. It is important to note that the members of that marketing team will not hold any position on the Executive Board of LITG and will have no input into the operations of LITG outside of the marketing activities. In this case, the marketing team is responsible for maintaining LITG's social media accounts, LITG's website, and engaging with the Leeds School of Business community through marketing campaigns. A full list of responsibilities can be found below:

- a. To maintain LITG's official Website and all aspects within, including updating pages, logos, pictures, etc. in a timely manner.
- b. Create marketing flyers to aid in recruiting efforts at the beginning and during each semester.
- c. Assist with marketing efforts for the Analyst Program.

Conduct any other duties assigned by LITG.

Section 9: Mechanisms for Becoming an Officer.

The Executive Board reserves the right to appoint new officers to the Executive Board. The appointment process begins first with any interested parties submitting a letter of intent to the Executive Board. Any such parties interested in being an Officer must already be a Senior Analyst in the Investment Team (defined in *Article VII*) and have completed the Analyst Program (defined in *Article VI*). Next, qualified candidates are selected and notified to participate in an interview process run by the Executive Board. Once the interview process is complete, the Executive Board shall deliberate and ultimately decide and notify which of the candidates have been selected for the Executive Board. The interview process can vary semester by semester at the discretion of the Executive Board, but shall always be blind to race, color, gender, creed, sexuality, national origin, religion, and political affiliation. Admission to the LITG Executive Board is based off a candidate's merit alone.

Section 10: Vacancies.

If a vacancy occurs in any Officer role for any reason, LITG must follow the processes outlined in *Article III, Section 9* for the vacated office. Prior to this process, it may be necessary for the President to appoint another current officer to fulfill the duties of the vacated office. If the vacated office is the President, the Senior Vice President will assume the President's duties and become President, and the Executive Board must come to a unanimous decision on who will fill the vacated office of the Senior Vice President.

Section 11: Removal from the Executive Board

If for any reason an officer of the Executive Board is unable to complete their duties, the Executive Board has the right to vote that officer off the board. The officer in question must recuse themselves from this process. The Executive Board must come to a complete consensus to remove the officer along with sufficient reasoning. After the vote, the officer in question must be notified in writing and immediately removed from any LITG accounts they previously had access to. Regardless of if this is a voluntary or involuntary removal from the Executive Board, that officer cannot return. Please note that officers of the Executive Board are allowed one semester leave for any reason without constituting this removal procedure. Those on leave are allowed to return.

Section 12: Faculty Advisors.

As required by the University of Colorado Boulder, all student-led organizations must have one or multiple faculty advisors to oversee LITG at the University-level. Faculty advisor(s) will serve as the recognized advisor to LITG. The advisor must be a faculty/administration of the University. The current faculty advisor is the Director of Operations of the Burrige Center for Finance at the Leeds School of Business, Matthew Fleming.

Article IV - Meetings

Section 1: Wednesday Meetings.

Club meetings are held biweekly and are determined at the beginning of each semester. Meetings are traditionally held on Wednesday's at 5:00 p.m. in the Koelbel building on Main Campus. The content of meetings is at the discretion of the Executive Board and the Members of LITG. Each meeting, the Executive Board will create a new PowerPoint document to present. Upon request from LITG members, Investment Team members, and Analyst Program members, the Executive Board will include their slides, if they wish to present. People are free to add any topics they deem relevant to the meeting and can add text, pictures, and links in their slides. All slides must have sources cited. The PowerPoint must be finalized prior to the meeting. Advertising of other clubs/organizations is at the discretion of the Executive Board.

There are no qualifications or requirements to come to regular meetings of LITG. Meetings are open to all students, faculty, and alumni of all majors, years, and ages. All information regarding the Wednesday meetings will be communicated through the litgroup@colorado.edu email that is run by the Executive Board.

Section 2: Agenda of Wednesday Meetings.

1. Attendance before the start of the meeting
2. Relevant updates on upcoming opportunities
3. General meeting topics and discussion
4. Remarks for the good of LITG
5. Adjournment
6. Attendance for latecomers

Section 3: Executive Meetings.

The Executive Board, composed of LITG's Officers, shall meet weekly at a mutually agreed upon time to discuss relevant matters in the efforts of advancing LITG's mission as laid out in the Preamble.

Section 4: Special Meetings.

The President, or the Senior Vice President, assuming the President's role in their absence, may call special meetings, executive or otherwise, by giving proper and timely notice to the appropriate group(s).

Section 5: Analyst Program.

The LITG Analyst Program shall meet at the specified time and location determined by the Vice President of the Analyst Program. This has been traditionally held each Wednesday at 6:15 pm in the Koelbel building

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on Main Campus. Additional meetings may be scheduled at the discretion of the Vice President of the Analyst Program.

Section 6: Investment Team.

Meetings are traditionally held each Tuesday at 5:00 p.m. in the Koebel building on Main Campus. The Vice President of the Investment Team will determine the location and logistics surrounding the meeting. Additional meetings may be scheduled per the discretion of LITG.

Article V: Publications and Publicity

Section 1: Website.

The External Marketing Team (*Article III Section 8*) holds the responsibility of maintaining LITG's website. Additionally, the Vice President of Finance holds the responsibility of ensuring the website's annual subscription stays active.

Section 2: Weekly Emails.

The Vice President of Communications holds the responsibility of sending emails a reminders for any upcoming meeting, and including relevant information about the content of the meeting, any guest speakers, etc., and an email after the meeting to send a copy of the slides and other information to the mailing list. The Vice President of Communications should send the reminder emails at least a day before the scheduled meeting and should send the presented slides at most 2 days after the meeting. Additionally, the Vice President of Communications has the responsibility of responding to member and prospective member email inquiries in two business days.

Section 3: Semesterly Newsletters

The LITG Investment Team will create and distribute a newsletter every semester detailing relevant events impacting the Fund. These events can include, but are not limited to, new position additions/removals from the Fund, Analyst Program updates, Fund performance, etc. This newsletter shall be distributed to Investment Team alumni and other relevant parties (Burrige Center for Finance, broader Leeds School of Business community). The creation of this email shall be headed by the Vice President of Investment Team and the distribution of this email shall be dealt with by the Vice President of Communication.

Article VI - The Analyst Program

Section 1: The LITG Analyst Program.

The LITG Analyst Program (the “Program”) is an additional experiential learning opportunity provided by the Leeds Investment & Trading Group and serves as the prerequisite to joining the Investment Team outlined in *Article VII*. The Program comprises a 9-unit long course taught by the Vice President of the Analyst Program. Units include accounting, DCF valuation, comparable valuation, analyzing current events, financial statement analysis, usage of financial data platforms including Bloomberg and CapitalIQ, portfolio theory and management, and derivative securities. At the end of the course, there will be a capstone stock pitch given by groups of students enrolled in the Program.

Depending on the number of people currently in the Investment Team, outlined in *Article VII*, the Executive Board has the option to run an iteration of the Program during a particular semester. Should the Executive Board choose to run an iteration of the Program, the Executive Board shall market the Program ahead of the semester they intend to hold the Program. While the Program is open to all students across the University of Colorado, students interested in the Program must be selected for the Program as detailed in *Article VI Section 2*.

Students enrolled in the program shall be known as “Analyst Program Members” and are expected to attend all classes held as part of the Program, as described in *Article IV Section 5*. Members of the Investment Team and Executive Board are free to attend Analyst Program meetings when possible.

The Vice President of the Analyst Program shall uphold their duties to the Program as outlined in *Article III, Section 6* including, but not limited to: being the primary contact and instructor for Analyst Program Members, creating the Resume Book, and managing the course Canvas page.

Section 2: Mechanisms to Joining the Program.

Upon joining the Program, students must be selected through an application process run by the Executive Board. The Vice President of the Analyst Program shall run the application process, in coordination with the rest of the Officers, outlined as follows:

- An application portal shall be set up where interested students can submit their resume, transcript, and answer questions created by the Executive Board.
- The Executive Board shall then gather and deliberate all candidates to choose who will be selected for an interview.
- Candidates selected for an interview shall be contacted to select a time for an interview.
 - Interview times shall be dependent on the availability of the Executive Board.
- The Executive Board next will conduct interviews with candidates.
 - Interviews will be blind to race, color, gender, creed, sexuality, national origin, religion, and political affiliation. Admission to the Analyst Program is based off a candidate’s merit alone.
- Upon completion of interviews, the Executive Board shall again gather, and deliberate which candidates shall ultimately be accepted into the Program.
- Individuals selected for the program shall then be contacted with the next steps for the first meeting.

- Applicants who did not receive acceptance to the Program shall then be notified of their rejection from consideration for the current iteration of the Program but shall not be disqualified from applying again to the Program in the future.

All communication with candidates of the Program shall be done via the LITG email, with candidates Blind Carbon Copied (Bcc'd) on all emails. Interviews shall be scheduled via Signup Genius.

Section 3: Exiting from the Program.

Exiting from the Analyst Program can be categorized under one of two scenarios:

1. Removal, which shall be done through the Removal Process
2. Voluntarily

The Removal Process begins should any Analyst Program Member fall into poor standing of the Analyst Program. This is defined as including, but not limited to: failure of assignment completion, lack of attendance, or lack of professionalism.

Upon an Analyst Program Member falling into poor standing, the Vice President of the Analyst Program shall report this to the Executive Board. Depending on the severity of the situation and history of offenses, as judged by the Executive Board, the Analyst Program Member may be either given a warning or removed from the Program.

Should any Analyst Program Member be removed from the Program or leave voluntarily, the Vice President of the Analyst Program shall remove the individual from all Program materials (Canvas, etc.).

Analyst Program Members that are removed from the Program are ineligible for consideration for re-admittance to the Program; however, Analyst Program Members that exit the program voluntarily are eligible for re-admittance to the Program.

Article VII: The Investment Team

Section 1: Investment Team.

The Leeds Investment & Trading Group's Investment Team is an invitation-only organization that is the result of a culmination of one's involvement with the Leeds Investment & Trading Group and LITG Analyst Program. The LITG Investment Team manages a portfolio of equities and meets as described in *Article IV Section 6*. Members of this group can be broken into three groups: Analysts, Sector Heads, and Portfolio Managers. To learn more about the fund's mandate and strategy, [visit this link](#).

Section 2: Analysts.

Analyst will be a designated title of a member of the organization that is already defined as a member. Analysts are the first level in the Investment Team. Analysts are required to enroll in and complete the LITG Analyst Program. Analysts are required to complete at least two pitches on public equities during the semester for the Investment Team and to create and present slides at a minimum of two Wednesday meetings. An Analyst can be removed from the Investment Fund if these requirements are not met. That decision is left to the discretion of the Executive Board.

Analysts can be further broken into two groups: New and Senior. New Analysts are in their first semester with the Investment Team, having just graduated from the Analyst Program (*Article VI*). Senior Analysts have been with the Investment Team for more than a semester and generally have higher levels of responsibilities and knowledge. New Analysts cannot become Sector Head.

Section 3: Mechanisms and Requirements for Becoming an Analyst.

To become an Analyst in the LITG Investment Team, one must first graduate from the LITG Analyst Program (*Article VI*). This includes remaining in good standing with the program and ultimately culminates with a final pitch, which is made to both peers in the Analyst Program and members of the Investment Team. Upon completion, the Executive Board reserves the right to evaluate members of the Analyst Program based on their performance, fit, or other qualities shown in the Analyst Program to gauge their admittance into the Investment Team.

If accepted into the program, the Vice President of the Investment Team will coordinate with the VP of the Analyst Program to extend an offer to those candidates. This includes surveying Analyst Program members for their interests in each sector. For candidates who have indicated an interest in joining the program and indicated their sectors of interest, the Vice President's of the Investment Team and Analyst Program will place each Analyst into a sector. The Executive Board reserves the right to place candidates based on their previous evaluations of their performance, fit, or other qualities as necessary. Prospective Analysts will also be asked to complete a project on a company within their sector over the summer to ensure that they have the skills necessary to be a successful member of the Investment Team.

Section 4: Sector Heads.

For every sector group of the Investment Team, there will be a Sector Head that will direct the Analysts for all work relating to the sector. Sector Heads are also expected to have a deeper understanding of their sector and *help teach* their current Analysts how to evaluate companies within their sector. *Sector Heads should not do much of the work in their sector's pitches.* There will be a top-down approach regarding communication between the Sector Heads and the Executive Board. The Executive Board has the responsibility and ability to assign duties and provide direction for the Sector Heads. Sector Heads are required to follow directions and protocols that are dictated by the Executive Board. Failure to do so qualifies the Sector Head for removal. Sector Heads do have the opportunity to voice their concerns or ideas to the Executive Board and the Vice President of Investment Team at any time. Sector Heads are also required to report to the Vice President of Investment Team on various deliverables assigned throughout the year.

Section 5: Mechanisms and Requirements for Becoming a Sector Head.

Near the end of the semester, the Vice President of the Investment Team will lead the effort to evaluate available positions within each sector. If a new sector head position(s) is available, the Vice President of the Investment Team will send out a survey to the Investment Team for initial self-nomination to the position. This survey will include the name of the person being nominated and a list of open positions where respondents can fill out their levels of interest for a particular sector. Once responses are recorded, Sector Heads are promoted to their position by appointment and agreement of the Executive Board and outgoing Sector Head. If there is not enough interest in filling Sector Head positions, the Executive Board reserves the right to direct Analysts to assume the position. An Analyst must be a Senior Analyst to be a Sector Head.

Section 6: Portfolio Managers

Portfolio Managers act as the liaison between the individual sector groups and the Executive Board and help guide the Fund in various capacities. Primarily, their responsibilities include assisting sector groups during the development of pitches. This can include guidance, constructive criticism, recommendations on the addition or removal of certain elements of the equity pitch, and insight on proper position sizing.

The Portfolio Manager position has two main responsibilities within the Investment Team:

1. Being a vocal and well-researched member at pitch meetings:
 - a. Portfolio Managers are expected to have read (and conduct outside research as needed) all materials prepared by each sector group for pitches.
 - b. In addition to all other members of the Investment Team, Portfolio Managers should form their own opinions based on their own research.
 - c. Portfolio Managers are expected to spend time reading up on industry trends and market movements to better understand each potential investment's place in the portfolio in addition to current holdings.
 - d. Portfolio Managers should actively share their opinions during pitch meetings.
2. Actively managing current and future positions of portfolio:

- a. In a timely manner, update the purchase or sale of a position in the shared Google Drive file with CU Quants to keep the Dashboard up to date.
- b. Actively monitor positions to make sure they comply with our Investment Mandate.
- c. Direct sector groups on appropriate position sizing with accompanying reasoning.
- d. Keep track of investment/divestment timing with the President and Faculty Advisor.
- e. Manage cash balance and mandatory disbursements as mandated by the Faculty Advisor.
- f. Advise Sector Heads on what areas need to be focused on and potential risks.
- g. Assist with public LITG Investment Team documentation including the End of Semester Report.

Section 7: Mechanisms and Requirements for Becoming a Portfolio Manager.

The Portfolio Manager position is reserved for members of the Investment Team who have served as a Sector Head for at least one year, this requirement can be waived in special circumstances. Portfolio Managers are promoted to their position by appointment and agreement of Executive Board Officers. There can be multiple Portfolio Managers if they fit the requirements previously listed and are deemed qualified by the Executive Board.

Section 8: Decision Making.

If a decision regarding the Fund needs to be made, the Vice President of the Investment Team will make a survey before each meeting that includes any criteria needed and distribute it to the Investment Team through the litgequities@colorado.edu email. This decision can include (but not limited to): adding a company to the portfolio, removing a company from the portfolio, or determining what companies should move forward with research efforts. Decisions that the Investment Team makes can vary outside of what is written.

For individual vote counts, the Investment Team uses a tiered system. If the proposed change reaches 75% or more approvals, it shall be enacted. If the proposed change does not reach at least 75%, it shall be denied. The voting breakdown can be seen below:

- Executive Board, Portfolio Managers, Sector Heads: 3 votes per person
- Senior Analysts: 2 votes per person
- Junior Analysts: 1 vote per person

The Vice President of the Investment Team will tabulate the votes at the end of each meeting and report the results of each vote back to the team through the litgequities@colorado.edu email.

Section 9: Exiting from the Investment Team.

Exiting from the Investment Team can be categorized under one of two scenarios:

1. Removal, which shall be done through the Removal Process
2. Voluntarily

The Removal Process begins should any Investment Team member fall into poor standing within the Investment Team. This is defined as including, but not limited to: failure of deliverable completion, lack of attendance, or lack of professionalism.

Upon an Investment Team member falling into poor standing, the Vice President of the Investment Team shall report this to the Executive Board. Depending on the severity of the situation and history of offenses, as judged by the Executive Board, the Investment Team member may be either given a warning or removed from the organization.

Should any Investment Team member be removed from the organization or leave voluntarily, the Vice President of the Investment Team shall remove the individual from the shared LITG Investment Fund SharePoint and their resume from the Resume Book.

Investment Team members that are removed from the organization are ineligible for consideration for re-admittance to the Investment Team however, Investment Team members that exit the program voluntarily are eligible for re-admittance to the organization per the discretion of the LITG Executive Board.

Section 10: Investment Team Scholarship.

As part of the Investment Team, a percentage of the Fund can be used as scholarship disbursements. For members to qualify for the Investment Team Scholarship, the Vice President of the Investment Team and President will keep track of their performance throughout the year using a check-list system. The checks that members must meet to qualify for the scholarship are determined and announced at the beginning of each semester, but must include creating and presenting at least two Wednesday meetings. At the end of the semester, the Vice President of the Investment Team and the President will review this information with the Faculty Advisor, who will ultimately approve and submit.

Section 11: List of Members of the Investment Team.

The External Marketing Team (*Article III Section 8*) will keep a public and regularly updated official [list of Investment Team members](#) maintained on the official LITG website to promote participation in LITG and recognize those with continued extra-curricular dedication.

Section 12: Diagram of The Investment Team.

